

DSD ONLINE PERMITS

Apply for a Zone History Letter



Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, DSD will review the required documents for completeness, if documents are incomplete staff will request a resubmittal. Applicants must address the requirements prior to resubmitting documents.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For permit status of your street tree application, login to your [online permitting account](#).

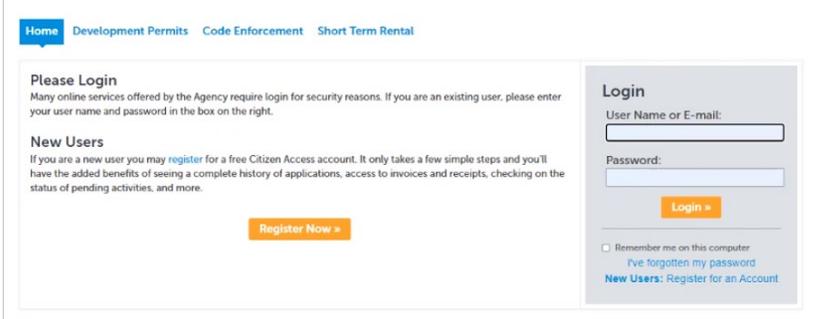
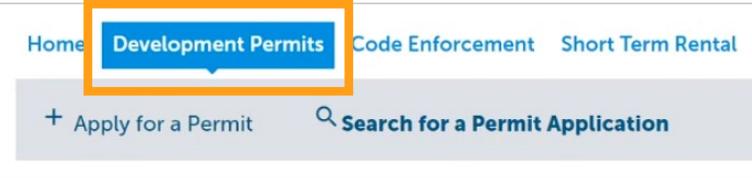
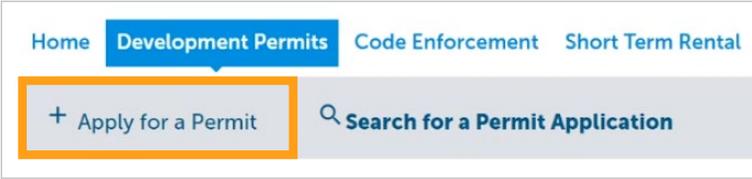
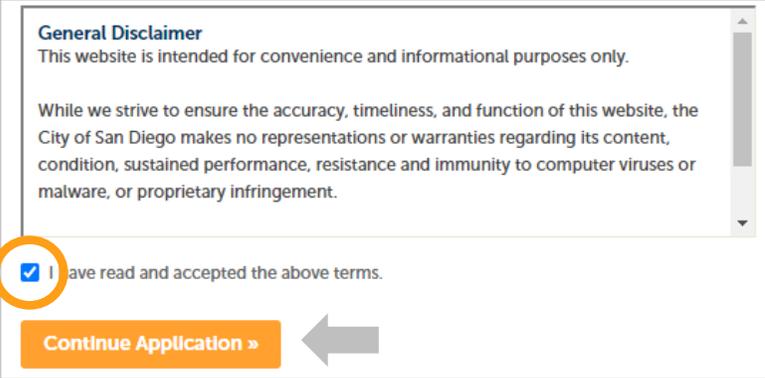
TABLE OF CONTENTS

- [How to submit an application](#)
- [I received a "Recheck Required" email. How do I upload the requested documents?](#)
- [I received a "Zone History Letter – Issued" email. How do I view my zone history letter?](#)

[Appendix A – Workflow/record Status Mapping and Definitions](#)

[Appendix B – Requirements to Upload Documents](#)

HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Log into your online permitting account. Enter your username and password. 	
2	<ul style="list-style-type: none"> Select "Development Permits" 	
3	<ul style="list-style-type: none"> Select "Apply for a Permit" 	
4	<ul style="list-style-type: none"> Read and acknowledge the disclaimer Click "Continue Application" 	

Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

5a

Select a Record Type

▶ **Building Applications**

- Approval - Process - Agreement
- Building Construction
- Building Construction - CIP or Public Project
- Building Construction - Master Plan Accessory Structure
- Building Construction - Master Plan MDU
- Building Construction - Master Plan SDU
- Building Construction - Special Programs
- Building Construction Change
- Deferred Fire Submittal
- Deferred Submittal
- Demolition
- Fire
- Fire Construction Change
- Photovoltaic
- Photo-voltaic Construction Change
- Photo-voltaic Residential Project
- Plan - Mechanical/Electrical/Plumbing Standalone
- Sign

▶ **Simple No Plan Permits**

- No-Plan - Nonresidential/Multifamily - Electrical
- No-Plan - Nonresidential/Multifamily - Mechanical
- No-Plan - Nonresidential/Multifamily - Plumbing
- No-Plan - Residential - Combination Mech/Elec/Plum

▶ **PTS**

- PTS Electronic Submittal

▶ **Grading, Right of Way, Mapping Applications**

- Deferred As Graded
- Engineering Construction Change
- Grading, ROW, Mapping - Associated Submittal
- Grading, ROW, Mapping - Standalone
- Right of Way - Dry Utilities
- Right of Way - Minor - Rapid Review

▶ **Discretionary Applications**

- Discretionary Project

▶ **Traffic & Transportation**

- Traffic Control Permit
- Transportation Permit

▶ **Agreement**

- Approval - Process - Agreement

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

Continue Application

5b

- Select "Zone History Letter" listed under "Miscellaneous Applications"
- Click "Continue Application"

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

Continue Application »



Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

OR

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)

- Click "Search"

- If any additional parcels are included in the same development, provide those in the space provided

- Click "Continue Application"

Address

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av us

Street No.: Direction: Street Name: Street Type:

Parcel

Parcel Number:

Legal Description:

Additional Information-If applicable

Additional Information

List any additional parcel(s) associated with the development:

←

6

Review Application

- Review the Application for completeness
- Read the certification and check the box to confirm
- Click "Continue Application"

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 09/26/2022

Save and resume later

Continue Application

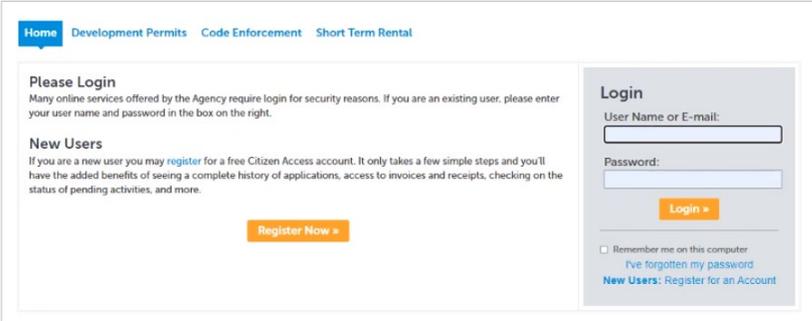
7

I RECEIVED A "RECHECK REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Open the "Recheck Required" email • Open the Issues Report attached to the email and confirm which documents are requested 	

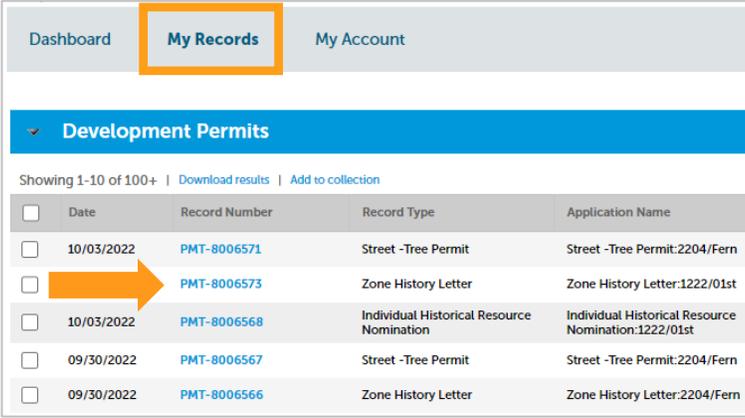
2

- Log in to your [Online Permitting Account](#)



3

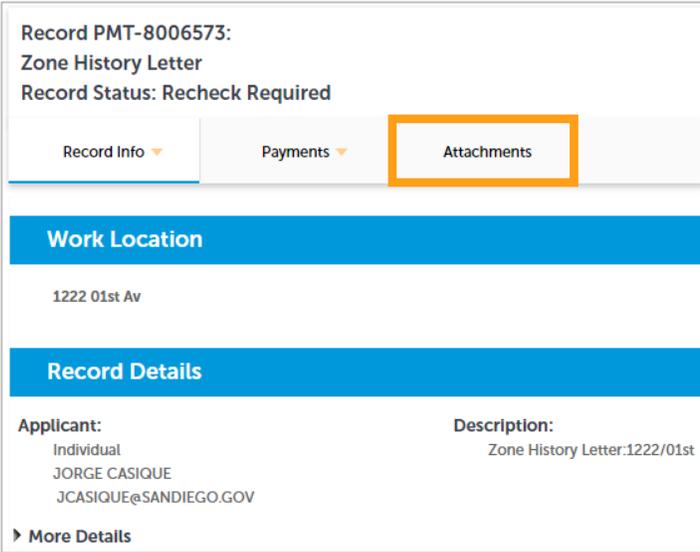
- Click the "My Records" tab
- Find and select the record for your Zone History Letter



<input type="checkbox"/>	Date	Record Number	Record Type	Application Name
<input type="checkbox"/>	10/03/2022	PMT-8006571	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	10/03/2022	PMT-8006573	Zone History Letter	Zone History Letter:1222/01st
<input type="checkbox"/>	10/03/2022	PMT-8006568	Individual Historical Resource Nomination	Individual Historical Resource Nomination:1222/01st
<input type="checkbox"/>	09/30/2022	PMT-8006567	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	09/30/2022	PMT-8006566	Zone History Letter	Zone History Letter:2204/Fern

4

- Click the "Attachments" tab



Record PMT-8006573:
Zone History Letter
Record Status: Recheck Required

Record Info | Payments | **Attachments**

Work Location

1222 01st Av

Record Details

Applicant:
 Individual
 JORGE CASIQUE
 JCASIQUE@SANDIEGO.GOV

Description:
 Zone History Letter:1222/01st

▶ More Details

Click "Add Attachment"

5

To upload attachments:
 1. Click Add to start the process
 2. Click Add for each file to upload
 The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jfif;png;

Attachments (1)

File Name

Add Attachment

From the pop-up window:

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button

6

New Attachment ×

New Attachment

Choose File Site Plan.pdf

Type

DSD-Zoning Review Reference Material ▾

Description

Confirmation of APNs and addresses included in zone history request.

Close
Submit

7

The documents will be validated by Scout and be uploaded to the project record (PRJ).

Tips:

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the "Add" button will disappear.

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jfif;png;gif;web

Approved or Reviewer Issues (1) Attachments (1)

File Name	
Actions ▼	DSD-Zoning Review Reference Material PMT-8006573.pdf

I RECEIVED A "ZONE HISTORY LETTER – ISSUED" EMAIL. HOW DO I DOWNLOAD MY ZONE HISTORY LETTER?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Log into your Online Permitting Account • Enter your username and password. 	<div data-bbox="659 1045 1472 1367" style="border: 1px solid #ccc; padding: 10px;"> <p>Home Development Permits Code Enforcement Short Term Rental</p> <p>Please Login Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.</p> <p>New Users If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.</p> <p style="text-align: center;">Register Now »</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Login</p> <p>User Name or E-mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p> </div> </div>

2

- Click the “My Records” tab
- Find and select the specific record

Home Development Permits Code Enforcement Short Term Rent

Dashboard **My Records** My Account

Development Permits

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	09/30/2022	PMT-8006567	Street -Tree Permit
<input type="checkbox"/>	09/30/2022	PMT-8006566	Zone History Letter
<input type="checkbox"/>	09/30/2022	PMT-8006561	Individual Historical Resource Nomination
<input type="checkbox"/>	09/29/2022	PRJ-8006315	Building Construction

3

- Click the “Attachments” tab

Record PMT-8006573:
Zone History Letter
Record Status: Issued

Record Info Payments **Attachments**

Work Location

1222 01st Av

Record Details

Applicant:
Individual
JORGE CASIQUE
JCASIQUE@SANDIEGO.GOV

Description:
Zone History Letter:1222/01st

▶ More Details

4

- Click on the “Approved or Reviewer Issues” tab
- Find the Permit Report and select “Download” from the “Actions” drop-down menu

Approved or Reviewer Issues (2) Attachments (1)

File Name

Actions ▾	Invoice PMT-8006573 221003135130.pdf
Actions ▾	Zone History Letter PMT-8006573.pdf

Detail

Download ←

APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project level and the permit level
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

FIX: Return to the source document and create PDF files that are below the file size limitation.

Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

FIX: Return to the source document and change the paper size to meet the requirements.

Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

FIX: Verify that pages are not upside down or improperly oriented.

Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

FIX: Remove the password protection to allow users to open the PDF.

Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

FIX: To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.

Confirmation of APNs and addresses included
in zone history request.